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NEW ZEALAND LIBRARIES

Official Bulletin of the New Zealand Library Association, Incorporated

N.S., Vol. IV., No. 12 ISSUED AT WELLINGTON, N.Z. JULY, 1941

PUBLICATIONS

Vol. I., No. 1, of NEW ZEALAND LIBRARIES in its present series was issued in August, 1937. Until that date the bulletin had been cyclostyled, the last number published being Vol. II., No. 4, July, 1937. With the next issue, a new format will be adopted, the size being approximately that of *The Library Assistant.* Although everything possible is being done to make the new layout an attractive one, suggestions from members of the Association will be welcomed.

A point which is of importance is that as from next month the Booklist, so ably compiled by Mr. D. H. Monro, of the Auckland Public Libraries, will be issued as a separate cyclostyled publication and will be enclosed with NEW ZEALAND LIBRARIES and sent only to those members notifying their desire to receive it. To avoid missing an issue of the Booklist, those libraries which wish to continue to receive it should notify their desire as early as possible.

The *N.Z.L.A. Information Exchange Sheet* which is issued at irregular intervals is now supplied to a number of libraries. It has proved most valuable, particularly to libraries which are trying to complete their sets of serial publications. Members wishing to receive this publication are asked to send a supply of stamped, self-addressed envelopes to the Hon. Secretary.

GENERAL NEWS.

Annual Reports.

The Association has still not received copies of the annual report for the year ended 31st December, 1940, or 31st March, 1941, from a good many libraries which are members. The Secretary would be very glad to receive reports as soon as issued.

Exchanges.

Exchanges received during the year have been: *A.L.A. Bulletin, British Society for International Bibliography. Proceedings.* Vol. II., Parts 1-4, *Business Information Sources. Bulletin of the Business Information Bureau.* Cleveland Public Library; *The Librarian and Book World; The Library Assistant; The Library Association Record; The Library World; Ontario Library Review and Canadian Periodical Index; South African Libraries; S.T.A.* The official organ of the N.Z. Secondary Schools' Association and N.Z. Technical School Teachers' Association; *Wilson Library Bulletin.*

Books Received.

"Money in Exports," by Walter Buchler. 220p. Useful Publications, London, 1941. 10s. 6d. We have received from the publishers a copy of Buchler's "Money in Exports," covering Europe, Asia, Africa, America and the West Indies, and Australasia in five separate sections. The book is available from the library of the Association.

Schools Section.

No article appears this month, but the series will be resumed in August.

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CORRESPONDENCE.

The Hon. Editor,
New Zealand Libraries,
Wellington Central Library,
WELLINGTON.

Sir,—

All power to Miss Carnell in her Crusade!* But may I offer some comment.

FIRST:—"It is unnecessary to give children rubbish in order to induce them to read."

This truth is unquestioned, yet there are degrees even of "rubbish." To pour scorn on popular authors just because they are popular is to ignore stages of child development, for the child who reads such books with enjoyment can be gradually introduced to works of greater value. Will Miss Carnell or anyone else among us be bold enough to define precisely what is meant by "rubbish," having in mind both literary value and stages of child development? As the result of his survey, (published as "*What Boys and Girls Read*") A. J. Jenkinson concludes, *inter alia,* that "Poor reading tastes in adolescence do not necessarily exclude better ones. Indeed reading at many levels is the characteristic feature of this period."

This opinion may not be acceptable to some, but it is a point of view that must be faced. To quote again "Standards of popularity, defective as they are, are less open to objection than purely literary standards."

SECOND:—I think Miss Carnell does our Schools less than justice. I am not competent to speak of Primary Schools, but I am certain that she has not represented accurately the position in Secondary Schools in expressing such opinions as the following:—

> "Such libraries, and elaborations of them, exist as a result not merely of the parsimony of the board of governors, but the haziness and humbleness of the aim of those responsible for the library."

Again,

> "I have been struck not only by the poverty of the selection of books available, but by the complacency with which in some cases they are exhibited. Until teachers realize how footling most school libraries are . . . "

Secondary Schools are, in my opinion, making strong effort to supply books adequate to the needs of the pupils. Within the last few years there has been a tremendous growth of interest, development of technique, and expansion in the Libraries of our Secondary Schools. I do not know how adequate Miss Carnell's survey has been, but I have been surprised to find the number of our Schools in which one member of the Staff devotes a very large part of the time to Library work for which special study has been made; in which other members of the Staff make use of the resources of the Library for project work, etc.; and in which these teachers make suggestions for building up the supply of books suitable for these purposes. A great many Schools are employing every financial subterfuge in order to build up stocks of books. Most of our Schools are now aiming at, and in some degree reaching, the ideals enunciated by C. Nelson Maclean in the last number of "New Zealand Libraries." Taking a general view, I am certain that Library activities in our Secondary Schools give cause not for complacency (may we never reach that stage) but for well-founded optimism.

Yours, etc.,

E. N. HOGBEN,
President of the New Zealand Secondary Schools' Association.

MISS CARNELL'S REPLY.

Sir,—

About rubbish—I would define it as material of low nutritional value. I hope my article made it clear that in speaking of good books I was not referring exclusively to authors who figure in histories of English literature. Obviously material used must be related to the interests and capacities of the age group for which it is intended, and some material must be judged by other than literary standards. But some standards there should be. The fact that reading at many levels is a feature of adolescence seems an inadequate reason for dissipating upon material for low levels of reading the funds of school libraries which lack the most necessary tools of knowledge and which include few of the works of the best contemporary writers for children and adolescents.

Parsimony, haziness, poverty of selection, complacency, footling—Mr. Hogben questions

* Mr. Hogben refers to Miss Carnell's article on page 43, NEW ZEALAND LIBRARIES, November, 1940, N.S. Vol. IV., No. 4, entitled "The School Library in Education," in which she specified five objects which a good library service to children and adolescents should have, and made the statement "measured against these aims, the libraries in most of our primary and secondary schools, or for that matter most of our public libraries, fail miserably."

the accuracy of the statements in which these words occur. Here are three ways to prove that he is right: (1) get from the Board of Governors a library subsidy equivalent to 2/6 per pupil, and from other sources raise another 1/- per head; (2) write to the Secretary of the Schools' Section (Miss E. F. Turner, Girls' High School, Palmerston North) and offer to help with the Section's series of booklists, or suggest other projects which might profitably be carried out, or discuss any ways in which the Section could be more useful to its members; (3) check up the methods used in your library with those advocated in the Schools' Section series of articles in the bulletin. If in doubt about discrepancies, write to the N.Z.L.A. for advice.

When two-thirds of our secondary and technical high schools have done this, I will gladly take back every critical word I have ever uttered about them.

Yours, etc.,

E. J. CARNELL.

LENDING AND REFERENCE ROUTINE.

By E. G. Payton, Public Library, Dunedin.

(A paper read at the 1941 Conference.)

When Byron allowed one of his famous characters, the Prisoner of Chillon, to introduce himself with these words—"My hair is grey, but not with years,"—he might very well have been quoting any conscientious librarian. And, perhaps one of the major causes of premature greyness among librarians is this problem of routine. The need for less routine of course is self-evident, and particularly is this so in the Lending and Reference Departments. Perhaps even to a larger degree than in cataloguing. For example, in a small library routine tends to swallow up all the librarian's time, leaving no room for other essential work, while even in a larger library, with no staffing difficulties, it can become burdensome, and often kills individual initiative and enthusiasm among assistants. How should the problem be tackled? The only hope for the poor librarian is to travel between the lines as far as the limitations of his day allow him. However, to-day it is possible to travel a long way between the lines towards simplification, particularly in the sphere of Lending and Reference routine, by adapting successfully tested methods to local conditions, by judicious use of experiment.

Let us take each division of the problem in the order it is created.

We assume somebody wishes to join the library. Doubtless the first assistant to register a borrower received a thrill . . . but in process of time registration became a routine. In a city or town where a regular electoral roll is compiled at considerable expense every three years, it seems overlapping for registration to be necessary. With a free library system, the roll might well become a register of borrowers, and only privileged persons such as students need be registered. However, perfection is still on the way in most cases. Under existing conditions, the signature of a ratepayer or some other such responsible person is usually required as guarantee, thus necessitating different types of forms and tiresome waiting for the new borrower. This may be eliminated and a standard form used if a check is made in the directory, roll, telephone book, etc.

Our friend, the new borrower, having now the freedom of the library, promptly misuses it by choosing a P.D. shocker and advances to have it issued—Problem!—what is the simplest and most effective way of issuing it to him. The majority of libraries have a system of card-charging. There are various kinds of this system, based upon a card retained by the borrower, or a book-card or even a combination of both, but two such are more widespread in use.

Particularly popular in New Zealand libraries are various modifications of the English Browne System. Under this system the borrower receives a ticket in the shape of a pocket with his name and address on it. On borrowing, the book ticket is placed in the pocket and this single unit is filed in the ordinary way.

The other system originates from Detroit, and is based on the idea of Self-Charging. The borrower writes his identification on the record, leaving only the date-stamping for the assistant. Two or three New Zealand libraries have worked out for themselves systems based on self-charging that approximate to the Detroit

idea: General Assembly, Otago University, Dunedin Public Library. The Self-Charging idea can also be applied effectively to the reservation of books—the borrower addressing his own notification, and being encouraged to fill in such particulars (e.g., author, title, class no.) as are necessary.

Both systems, of course, have their advantages and disadvantages. Under the pocket-system, borrowing rules can be strictly enforced. It is not possible for a borrower to obtain more books than his quota allows, if this is considered necessary, and this is a decided advantage in a library whose stock is poor and where a limited issue is necessary. On the other hand, disadvantages are many.

Of necessity, the borrower must wait while his books are discharged to obtain his pockets, with the result at busy periods of rather unwieldy queues. This, of course, can be counteracted by increasing the number of assistants on duty at the issue desk, but this overcrowding of what is normally a confined space, coupled with the fact that the public, even in their better moments, are not over-imbued with patience and sweet reasonableness, must place a certain physical and mental strain on the assistants—and, after all, assistants *do* count.

Moreover, where conditions such as these exist, it seems inevitable that charges of discourtesy are levelled at the staff. Who can blame the harrassed assistant for a curt answer to a request for "a nice love story" in the midst of a frantic search for a misplaced pocket?

On the other hand, the most stringent argument against the Self-Charging System is that it fails to enforce borrowing rules strictly—But perhaps the time has come to consider a more liberal attitude towards alleged shortcomings of the public in this regard. The case for this system lies chiefly in the complete separation of issue and discharge. With this separation, the issue desk can be freed from the labour of discharge before the public. Similarly suitable provision can be made for simple repair work to be done by the issue assistants during these periods of inactivity.

When our friend the new borrower returns his mind-improving literature under this system of Self-Charging, he no longer has to fume in a queue, and he can ask any idiotic questions he wishes without the assistant having an excuse for discourtesy.

At this stage, the issue system goes into reverse and presents the discharge problem. Separated from the issue, it can be done away from the public gaze, and in a less harried manner. Perhaps the whole efficiency of the Lending Department can be judged at this point—on the smooth running organisation from discharge to shelving. The application of unnecessary and cumbersome routine here may be the source of continual trouble elsewhere. And for this reason alone, a little judicious experimenting might well be called for. Of course the system of filing issue record cards is a crucial factor. Discharge can be simplified by using different compartments for differing types of book, or better still by using separate coloured cards for the same purpose.

In the same way, shelving is facilitated by checking discharged books into separate trolleys, or even separate divisions of one trolley, for fiction, class, P.D. etc. Shelving itself, of course, can become a burdensome routine. And at this stage it might be as well to raise the moot point of whether non-professional labour should be used for this and other pure routines. A page system for example. Personally, I dislike this. Our assistant, whose one ambition is to become a big Chief Librarian one day, can only gain in practical experience in organisation, basic stock, re-ordering, public reading trends, etc., in so far as she is familiar with routine work. Any assistant regarding routine as "inferior" work, surely is unfit for professional duties. Shelving, however, need not be dull. It can be made more interesting if the assistant is given charge of a special section, being responsible for displays, suggestions for addition and improvement.

At some time or other, our friend the borrower will need an overdue notice sent to him. Much troublesome routine can be avoided by adopting an issue method which shows at a glance a name and address instead of a number. This applies equally well to the Browne system, with its name and address on the pocket, and to shelf-charging with number identification omitted.

The need of some kind of Pay Duplicate service to meet the demand for light fiction has been a prominent matter for discussion in New Zealand library circles recently, and perhaps I might conclude this survey of Lending routine by stressing a final advantage of the self-charging principle in this respect. A Pay Duplicate service is adaptable to most issue systems, of course, but inevitably routine difficulties occur—extra tickets need to be issued; discharge difficulties appear—all acting as a deterrent to an otherwise practicable service. Self-charging with its corollary of delayed dis-

charge, tends to eliminate these difficulties and, in practice, can be proved to be the logical medium for the change from a subscription to a Pay Duplicate basis.

In the Reference Department all routine revolves around the necessity of fully satisfying an enquirer in the shortest possible time. The assistant becomes thoroughly familiar with the arrangement of stock, finds the basic books in each section, discovers the periodical indexes and vertical file. She learns how to distinguish between different types of dictionaries and encyclopedias so that time will not be wasted in useless search.

She finds that a display of quick-reference works, placed in a prominent position, stimulates the enquirer to find his own material.

If a reference department is going to supply a complete and efficient service, it is inevitable that routine is increased in some respects. However, if a long view is taken, only those necessary routines, which, in time will eliminate unnecessary work, need increase. Particularly do I refer to such a necessity as a card-file of difficult questions, unusual information, debate material. This can be constantly added to, but will certainly repay all attention given to it. Indeed, it might be justifiable to likewise index local history, or a standard local paper in the Reference Department.

STATIONERY AND STORES

By H. D. Erlam, Wellington Public Libraries.

(A paper read at the 1941 Conference.)

Stationery and stores occupy no small position in the internal economy of a library and it is proposed to outline briefly a method of storing and distribution of stock that takes a small amount only of time and labour in the Wellington Public Libraries.

A store-room is available in the basement of the Central Library, and this has been equipped with cupboards and shelves on which the stationery supplies are stacked.

It has been found better in stacking goods to open only such quantites as will be immediately needed, keeping the remainder in parcels as they are received, thus saving them becoming dusty and faded, especially if the material is coloured.

Stationery is ordered as required, usually sufficient being ordered at one time to last at least until the end of the financial year.

A reserve of each item, calculated to last a given time and varying according to the rate of consumption, is set aside, locked in a cupboard, and is on no account used unless in an emergency, such as might occur for instance if the refill order were delayed and supplies exhausted before the new stock arrived, or when samples of the original stock are required.

When supplies of an item are becoming exhausted—the " reserve stock " not being counted in the amount still available—the assistant in charge of the stores notifies the City Librarian that a certain quantity of the item requires ordering, giving details of the previous quantities ordered, the supplier, and the cost at that date, with at least three samples The City Librarian then sends a requisition sheet with all details as to the amount required, etc., with samples to the City Council Purchase Officer, who calls for tenders, one of which he accepts on the instructions of the City Librarian. The three samples go out to the firms from whom tenders are sought. A copy of the Purchase Officer's order is forwarded to the assistant and is retained by him on a special file until the goods are received, then they are checked with the duplicate in the Library Order Book. Before the copy of the Purchase Officer's order is initialled and passed to the City Librarian for his signature, acknowledging the receipt of the goods, the details are entered in a stock register, which is a loose-leaf binder, containing a single sheet for each item, to show when supplies were ordered, when received, the quantity ordered, the supplier and the cost. The copy of the Purchase Officer's order is returned by the City Librarian to the Purchase Officer, with a notification to him that the order has been fulfilled.

Departments and branches of the Libraries requiring stock fill in a stock sheet, giving the details of items with the quantities and the date ordered, and hand it to the stock assistant who thereupon goes through the process already outlined, fulfils the order and delivers the stock. He then notes on the internal stock sheet the

fulfilment of the order and files it under the name of the department concerned.

At the end of the financial year, all the sheets thus accumulated from every department are analysed and the quantities of each item issued during the year are added together and balanced against the remainder left on the shelves, plus any new stock added, to provide an annual stocktaking. This provides information necessary for ordering supplies for the next year.

Supplies up to £1 are purchased from petty cash and are shelved as received, the details being entered in the stock register at the same time. Certain supplies may be bought directly.

It might be suggested here that in the larger libraries it is a good plan to have a certain time set aside specially each week to handle all stationery orders. This saves calls upon the assistant to supply stock at times inconvenient to his own department, e.g., lunch hours, when the staffs are smaller and he cannot readily be spared from duty at the public counters.

With a view to economy during the present state of emergency, branches and departments in the Wellington Public Libraries have been asked to co-operate by using stationery as sparingly as possible. A check can be kept on the supplies issued by consulting previous requisition sheets and excessive consumption can be questioned.

A method of issuing stock that saves much time is to have what is called a " quantum " for each item, determined according to its nature. For example, due slips might be issued in quantities of 250, so that departments requiring any must ask for 250 slips, or multiples of 250 slips. Fractions of a quantum could not be given. The quantum for envelopes might be 25, and so on. This method obviates the necessity of breaking packages open and having loose papers or cards on the store room shelves, and saves the time which would be required to count out say 150 cards from a packet of 250.

If this method is decided upon, steps should be taken to see that when the supplies are ordered instructions are added that the goods are to be packeted in the required quantities.

It has been found advisable before fresh supplies are ordered, to consult the departments concerned with the use of the item, to see if any adaptation or alteration is required in the design of the stationery with the new order. If this is so, the contemplated alterations are discussed with the City Librarian, and after the new design has been decided upon, the stock is ordered in the required quantity in the usual way, samples of the new design being supplied to the Purchase Officer, with the usual request for proofs.

Although the system of quanta has not been in use for very long, the general system of acquiring and distributing stationery has been in use for some time in the Wellington Public Libraries, and has proved itself very satisfactory.

DISPLAY AND ITS RELATION TO LENDING LIBRARIES

By Mr. L. Hill of Cadbury, Fry, Hudson.

(A paper read at Conference, 1941).

Undoubtedly, in general trading businesses to-day, Display has proved itself to be a powerful selling force. There are two ways of conveying information to human beings—through their ears and through their eyes—and people prefer to believe what they *see* rather than what they *hear*. If you describe an article to a group of persons (*i.e.*, inform them through their ears) probably each one of the group visualises the article in his own individual manner—if you display the article to the same group, (*i.e.*, inform them through their eyes) each person sees the article exactly as you present it—or in other words exactly as you want him or her to see it. This fundamental fact is to my mind the solid foundation on which has been erected or has grown Display as we know it to-day. Display means *Point of Sale* advertising, and psychologically this is the point that makes Display the premier medium of all advertising. In all other media you may be enthused, sold on the product, and determined to purchase as a result of a successful advertising story having convinced you, but while you are thus "sold" you cannot complete the cycle by making your purchase, but must wait until you pass the shop where the product is sold. By this time you may have forgotten all about it—you will at least have lost your enthusiasm. But a successful display tells your story and interests or en-

thuses your prospective customer *On the Spot*, and if your Display is successful, your prospect makes a purchase while still enthusiastic.

Functions of Display:—It has been said that Display really has three functions—it must attract, it must develop interest and it must make sales. The last function is, of course, its most important and perhaps the most difficult to achieve, though the second function should develop interest entirely toward this end. It should be noted here that if a display does not "Sell", no matter how attractive or striking it may be it must be considered a failure. Nevertheless, a window must first attract—stop people who would otherwise pass by and even compel people to cross from the other side of the street to satisfy a curiosity aroused. There are endless agencies that can be adopted to achieve this result, but among the most important is the use of colour. Colour always attracts the eye, and if skilfully used, can help considerably to set your goods off to their very best advantage. Lighting is also a useful means of attraction and good lighting is an essential of an attractive display. Further agencies that will enable you to attract attention to your display are bold outstanding centre-units, use of special "stunt" devices, animation, use of figures and any touches of originality or dramatisation which stand out boldly and create comment.

The second Function, the Development of Interest, is really much more complicated as it is so easy to develop interest away from your product instead of toward your product. For this reason your "Attraction" unit must be linked with the merchandise on sale, and the layout of your display must be such that the eye is led from the Centre Unit (which holds the eye in the first place) straight to your merchandise, and this must be a logical and unconscious movement. For instance, supposing we were displaying "Champion" tennis racquets, and that for our Attraction unit we used a figure dressed in tennis togs (kindly loaned by . . . .) with one of the racquets in say a forehand drive position, and the caption "A Champion." This with imitation grass flooring, and perhaps a blue sky background with a tennis net appropriately draped, and brilliant lighting to give a sunshine effect, would provide your "Attraction"—a dressed figure in a sports window is in itself an eye-catcher. Then from the racquet in the figure's hand, have a downward spray of racquets of various weights and prices—the merchandise you wish to sell—and the eye will travel naturally down this spray at the same time taking in a message which could be on a card on the top of each racquet—"The Champion Junior—Light Weight 75/-." "For the hard match player—weights from 14½ ozs., 95/-," and so on, bringing out points which have previously been decided upon as giving the greatest promise of making sales. Then at the bottom of this spray of racquets, you might run a narrow horizontal card with an arrow head—this could contain a personal message such as "*You* can be a Champion with one of these new 'Champion' Racquets." This card would lead the eye (unconsciously again) to the centre of the window where a reversed spray of racquets could be grouped to give balance and increase the range of merchandise shown. Accessories and such like could be displayed in appropriate places where they would not interfere with the planned development of interest. This is just a spur of the moment idea, but serves to illustrate the point that there must be a continuity in your display from the attraction through a development of interest in your product, to an invitation to handle the article if possible. Some displays can be arranged in such a way as to lead the interested prospect right up to the door of the shop. I have seen this repeatedly in my own experience of display, and by finding oneself half in the doorway, the urge to go in and buy is almost irresistible.

In planning a display, one must first decide what is to be displayed, and what is the most attractive selling point of your product. Decide then subsidiary selling points which will widen your field of appeal, and plan your layout to include all these points into a connected story. Your attraction effect will be designed to stress your main appeal, and the introduction of colour and lighting will also be planned to heighten as far as possible the points you wish to make. Your cards and messages must be quickly and easily readable, and the use of some human appeal will help considerably in your development of interest.

But enough of Display in its general application, as I particularly wish my address to have a direct bearing on your own particular field of activity, and that is Libraries. In the first place, you will say I have told you about the Display *Window* whereas most libraries in New Zealand have no outside windows. No doubt most of you know that overseas—in America particularly, this shortcoming is quickly being remedied, and one outstanding example of course is the Enoch Pratt Free Library of Balti-

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more, which has 12 large display windows along its main street frontage. These windows are offered to outsiders to dress with approved subjects, and subject to Library control. A constant series of window displays of educational value is on view, giving definite life and interest to the library and definitely linking the library and its fund of information and knowledge with current happenings and activities of community interest. I suggest that every Librarian here to-day should spend half an hour studying the outside of his Library building in an endeavour to find some means of informing the passing public that here is a Public Library. Just as a retailer in the trading world uses his window to attract passers-by into his shop, and then follows up inside with an attractive counter display of merchandise, so you must make every effort to find or create *outside* display space to attract passers-by into your library, and then follow up with attractive interior displays about which I shall speak further later.

If you are unable to find even the tiniest corner of your frontage to be adaptable to a display case or window, here is a suggestion which has possibilities. In every town or city there are always shops unoccupied for certain periods, the window of which could almost certainly be made available to the Public Library, and although the important "Point of Sale" feature I mentioned earlier is lacking here, no doubt considerable interest in the Library could be developed by striking displays linking the library and books available there, with appropriate attractive units dramatising the subject of the series of books shown. In most cases, if the correct approach were made, these empty shop windows could be secured free of rental, especially considering the community interest in, and in a number of cases, the community ownership of the Public Libraries. Some few libraries of course actually occupy buildings having shop fronts, and here, of course, exists a golden opportunity to use these windows to the very best advantage.

Book Clubs definitely constitute competition to Public Libraries, and I would venture the opinion that these Book Clubs own their success almost entirely to their Display Windows—even though they consist only of displays of dust-jackets. Every Book Club occupies shop premises with a display window as part of its Stock in Trade. How much further therefore could a public library with its various avenues of Public Service use display to stimulate interest in reading and widen its field of influence.

In your exterior displays show only the most popular feature of your library—new books, books on current affairs, books that are in constant demand—do not try to kindle interest in subjects that are not acceptable to the general Public—remember the purpose of your exterior displays is to entice passers-by into your library. For instance, if a new book of Noel Coward's were available—show an enlarged photograph of Noel Coward together with his autobiography and plays, and perhaps a Who's Who from the reference section opened at the page dealing with this popular author and playwright. A large hand lettered card reading say "New Coward Novel" associated with the photograph and, suitably arranged with descriptive cards, the other available books. Reference to the facilities of the Reference Section would be made in association with the "Who's Who." This should be followed up with a table arrangement inside the library where the same attraction feature could be used, and the books handled and taken on loan straight from the display if desired.

A further suggestion which to-day could form a more or less standard display table is as follows. Take a sheet of light cardboard and paste on each side of it a sheet of newspaper—the overseas news page—from the centre of this cut radiating slits in the paper and turn back the points thus made. Fasten a bracket capable of holding a book and protruding two or three inches from the background to give the effect of the book bursting through the news page. Have a large card reading "Background of To-day's News" with a smaller hand written card suggesting sources of detailed knowledge of Persons, Countries and historical incidents associated with the latest overseas news. I am sure that all libraries have on their staff some one who is a good ticket writer—but even if the cards require to be written by an outsider, the lettering must be neat and highly legible. It is a safe rule to adhere to bold block lettering—in your captions particularly. Colour schemes should be selected in keeping with the subject displayed, and all displays must be well lighted. Where table displays are installed a book-hod could be built along the front of each table, and from these hods or from the display itself, books may be taken on loan. For the books in the display, I would suggest a simple fitting on the lines of a miniature music stand, just the size of an ordinary book, and set at a slight slope to its base. Books would be more interesting displayed in their dust-jackets which in most cases are in themselves designed to drama-

tize the book, and which would lend colour and interest to the display. Make free use of cards to make it quite clear to the general public that they may take the books, that they may consult any member of the staff on the subject displayed, etc. The Library staff should have a reserve of books with which the display may be replenished when necessary. Actual books should always be used as otherwise your displays will immediately lose most of their effect.

With such displays it is highly desirable to change frequently—(I would suggest once a week), so that interest and patrons will be gradually educated to look for the featured avenues of reading. To avoid undue expense, a system of exchanges of Display material could surely be arranged so that displays which have been successful in Dunedin could be forwarded to other centres, and *vice versa*.

In conclusion, there is one other avenue of publicity which would appear to me to offer possibilities of inexpensive exploitation. This is in the circulation of Book-marks. These could be printed on light paper—probably on printers' offcuts in most cases, and important messages could be conveyed through this medium into the homes of library patrons. In addition, books must deteriorate more rapidly through having the corners of pages turned down consistently, and the distribution of book-marks would assist in this respect. I will not touch on the wide range of subject matter to which this avenue would admirably lend itself, as in this respect you are more competent to judge than I.

If my address serves to turn your thoughts to the possibilities of display in Library development, it will have achieved its object, as I have no doubt that if Librarians would only become "Display Minded" there is no limit to the ideas they could develop, since the nature of their material offers such endless scope. You have an excellent story to tell the general public —tell it through Display!

DISCUSSION.

Contributors to the discussion which followed this paper were Mr. Low (New Plymouth), Mr. Dunningham (Dunedin), Mr. Bell (Christchurch), Mr. Norrie (Wellington) and Mr. Barr (Auckland). Among points raised were shortage of material to keep going displays of topical interest, the importance to librarians of a knowledge of advertising, broadcasting, and book reviewing, the use of shop windows in American libraries, travelling displays, the right approach to readers, the use for display purposes of the screen at the entrance to lending libraries.

THE RESPONSIBILITY OF THE LIBRARY COMMITTEEMAN

A Session at Conference, 1941.

Chairman: Mr. W. C. Prosser (Rangiora).

Mr. W. J. GAUDIN (Wellington):

The Committeeman is usually a modest person, who for the most part listens to our deliberations, no doubt "reads, marks, learns and inwardly digests" and reports them to his Council, without taking a very great part in the discussions. He is sometimes looked upon as somewhat of a necessary evil, but he undoubtedly has a big responsibility to his library, to his Council, and to the public who find the money, and it will be interesting to have a discussion among ourselves and to hear the views of committeemen generally on Library conditions and developments.

Most public libraries in New Zealand are under the control of local bodies and these few remarks will deal with the matter from that aspect.

It may be well to give a brief outline of the method of forming a Library Committee, which consists of members of the local body Council supplemented in some cases by non-member citizens selected as having special qualifications for library control. Care must be taken that these co-opted members sit in an advisory capacity only. Councillors are elected to control local body affairs by reason of certain qualifications which satisfy the electors of their ability to do so. The Council is divided into Committees to control its various activities, and members are selected to act on these committees because they possess certain qualifications, or are interested in definite branches of local body

work. For instance an engineer would probably have a seat on the works committee, and a lawyer on the legislation committee.

One of these Committees is the Library Committee. Generally speaking it should consist of members interested in Library work, alive to its influence in the community and to its possibilities. They should be broadminded in outlook, practical, and with a keen interest in books, social relations, and their fellow men. It may of course be possible to find a committee composed of such persons! In the Wellington City Council of which I have the honour to be a member, the duty of the Library Committee is defined as "The management and control of the Central and branch libraries of the City," a simple enough definition giving wide and general powers.

The first act of a committee is to elect a chairman. The chairman should be able to control a meeting and should possess some business training and experience. He is the link between the librarian and the committee and between the committee and the council. He is the mouth-piece of the committee and should be able to represent the views, and justify the recommendations and activities of the committee to the council and to the public.

When the estimates are being considered he must convince the council if he can, that the amount asked for by the committee is the minimum necessary for library purposes. He should be familiar with every department of the library work, have his finger on the pulse of the whole system, and be able to adjust any difficulties that may arise between the librarian and committee or between the librarian and the council. It can be seen then that the election of the chairman is not the least of the committeeman's responsibilities, as the success of the library and its influence in the community may depend to a great extent on his capacity and ability.

So much for the Chairman. The responsibilities of the committeeman himself begin with his appointment and he should at once proceed to get a thorough knowledge of the library and its work in the community.

He should read books dealing with library work and development, and think seriously on library problems, so that he will be able to take an intelligent part in discussing in committee or in council. He should be regular in attendance at meetings; otherwise he loses touch with matters that he should be informed on. He should be on time at meetings, as the late-comer is a nuisance to himself, and to the other members of the committee.

He should, when possible, attend library conferences and take every opportunity to visit other libraries. He should loyally support his chairman in council meetings when library matters are under discussion. He should preserve a favourable attitude to the requirements of the library when finance is being discussed in council meetings. With regard to this last clause, it must be remembered that the library committeeman is a member of the council, and probably a member also of other committees. His interest is therefore necessarily divided when financial matters are being discussed, and even if his main interest is in the library he may feel compelled to consider the finance in relation to the other departments of local government. Nevertheless a good committeeman will support the chairman in securing adequate funds not only for current expenses, but for extension of the work.

At times there are in the council influences which if not actively opposed to library activities, are apathetic towards them, and it is the duty of a committeeman to combat such influences and if possible to win them over. Should a division take place in committee the committeeman should be loyal to the majority when the matter comes up in council, unless he has in committee definitely declared his opposition. Too often a committeeman criticises a recommendation of his committee with disconcerting results.

Library service of to-day has many and increasing functions and it is the committee's duty to keep abreast of modern developments. The committee has wide powers and responsibilities. These cover book stock, grounds, buildings, furnishings and staff, to mention the main items.

The book stock is the most important feature, and should have the greatest care exercised in its selection. A good librarian will relieve the committee of this responsibility, subject to any supervision the committee may exercise. The censoring of any publication is a power which should be used with caution. The function of a library is the spreading of knowledge, and in a democracy readers are entitled to have access to all the pros and cons of any subject so that they can form a judgment. There are, however,

times when some form of censorship is desirable. The book stock should be as large as funds will permit, and should meet the demands not only of recreational reader and lover of good literature, but of the seeker for information, the reader to whom reading is a means to an end. In the quickly changing conditions of to-day, many technical and reference works soon become back numbers, and care must be taken to keep this class of stock up to date. The condition of the stock is important. Books should be attractive in appearance and in good condition.

(To be continued).

BOOK LIST

No annotations are given where titles are sufficiently self-explanatory, or for lighter fiction by well-known authors. All prices shown are published prices.

GENERAL:

Waples, D. and others.—What reading does to people. Cambridge univ. press.
12/- 1941 028
Studies in the psychology of reading carried out at the University of Chicago.

PHILOSOPHY:

Williams, Charles.—Witchcraft. Faber and Faber.
12/6 1941 133.4
Scholarly history of the belief in and practice of witchcraft.

SOCIOLOGY:

Acland, Sir Richard.—The forward march. Allen & Unwin. 7/6 1941 320.1
Advocates a new social order combining the Liberal ideal with a greater measure of co-operation and social responsibility.

Chesney, C. H. R.—The art of camouflage. Hale.
8/6 1941 355.43
Explained simply for the layman.

Hamilton, P.—The empire on stamps. P. Davies.
7/6 1941 383.22
Series of historical sketches with reproductions of colonial stamps, chiefly those with local views.

Jerrold, Douglas.—Britain and Europe, 1900-1940. Collins. 7/6 1941 327.42
Vigorous review of European affairs and the British attitude to them.

Orwell, George.—The lion and the unicorn. Secker & Warburg. 2/- 1941 320.942
Stimulating essay on the type of social revolution which would be best suited to the English temperament.

Pied Piper, pseud.—Rats. Gollancz.
5/- 1941 330.942
Criticises the war-time conduct of business men in Britain.

NATURAL SCIENCE:

Gamow, George.—The birth and death of the sun. Macmillan. 12/6 1941 523.7
What is known of the sun's history and eventual fate. For the intelligent layman.

Johnson, Osa.—Jungle friends. Hale.
7/6 1941 590
The author of "I married adventure" describes the strange animals she has known.

APPLIED SCIENCE:

Graham, Michael.—Soil and sense. Faber and Faber. 7/6 1941 631.4
Discusses the contribution of artificial fertilisers and mechanical ploughing to soil exhaustion, and advocates "ley farming" as a remedy.

Herms, W. B. & Gray, H. F.—Mosquito control. Oxford univ. press. 15/- 1940 614.43
Authoritative statement of principles and practical applications.

Laing, J. and Rolfe, R. T.—Non-ferrous foundry practice. Chapman & Hall.
21/- 1941 621.74
Comprehensive text-book; for the technician rather than the general reader.

FINE ARTS:

Vermeer, Jan.—The paintings of Jan Vermeer. Allen & Unwin. (Phaidon ed.).
12/6 1941 759.9
51 reproductions, including 16 in colour, with an introductory essay, a list of known works, etc.

TRAVEL:

Alioshin, Dmitri.—Asian Odyssey. Cassell.
10/6 1941 915
Adventures in Siberia and Mongolia.

Berry, E., pseud.—Mad dogs and Englishmen. M. Joseph. 10/6 1941 916.69
Impressions of Nigeria gained by the American wife of an English official.

Chiang Yee.—The silent traveller in the Yorkshire dales. Methuen. 8/6 1941 914.274
Simple little sketches of country life.

Gibbings, R.—Sweet Thames run softly. Dent.
12/6 1940 914.22
Woodcuts of Thames scenery with a descriptive text.

Naseby school committee.—Regional survey of the Borough of Naseby. Reed.
9/- 1941 919.31

Pinkerton, Kathrene.—Three's a crew. H. Jenkins.
12/6 1941 917
Pleasant account of the adventures of the author, her husband and their small daughter in a small boat off Alaska and Canada.

Strachan, J. E.—New Zealand observer. Columbia univ. press. $1.50 1941 917.3
Impressions of the U.S. gained by the headmaster of Rangiora High School when travelling on a Carnegie grant. Largely concerned with education.

BIOGRAPHY:

De Savitsch, Eugene.—In search of complications. R. Hale. 12/6 1941
Autobiography of an exiled Russian who has become a doctor in America.

Ferguson, Margaret.—Bid time return. Hale. 12/6 1941
The first 18 years of the author's life, largely spent in Persia.

Lindsay, Philip.—I'd live the same life over. Hutchinson. 18/- 1941
Autobiography of a novelist. Largely concerned with his boyhood and youth in Australia.

Roth, Cecil.—The Sassoon dynasty. Hale. 12/6 1941
The Sassoons were a family of commercial magnates whose power rivalled the Rothchilds'. Largely concerned with their impact on London society.

Sava, George, pseud.—Rasputin speaks. Faber. 8/6 1941
Biography of the celebrated Russian by a popular writer.

Zarek, Otto.—German odyssey. Cape. 10/6 1941
Reminiscences of German life during the past thirty or forty years.

HISTORY:

Franzero, C. M.—Inside Italy. Hodder & Stoughton. 3/6 1941
Personal impressions of an Italian opposed to Mussolini and now living in England.

Cambridge history of the British Empire. v.2.—The growth of the new Empire, 1783-1870. Cambridge univ. press 50/- 1940 942
Authoritative history by a number of specialists. Will no doubt be a standard reference work.

Green, O. M.—China's struggle with the dictators. Hutchinson. 16/- 1941 951
Review of Chinese affairs during the past 15 years or so.

Halstead, Ivor.—Wings of victory. Drummond. 6/- 1941 940.54
Chronicle of the R.A.F.'s part in the war, with personal stories of flyers' exploits, etc.

Jackson, J. Hampden.—Estonia. Allen and Unwin. 8/6 1941 947.4
History of the Estonian people from the beginnings down to 1940.

MacQuarrie, Hector.—Front to back. Cape. 8/6 1941 940.53
Record of an average man's reactions to war in England.

Strachey, John.—Post D. Gollancz. 3/6 1941 940.53
"Some experiences of an air-raid warden"—Sub-title.

FICTION:

Bates, Ralph.—The fields of paradise. Cape. 8/6
Written round current events in Mexico.

Clark, W. van T.—The Ox-bow incident. Gollancz 7/6
Exciting "Western", centring round a lynching.

Davis, C. B.—Nebraska coast. Collins 9/6
Rollicking story of pioneering days in America.

Fabricius, Johan.—No return from Bali. Tr. Collins 8/-
Reactions of a European to native life in Bali.

Flavin, M.—Mr. Littlejohn. Heinemann .. 8/6
Entertaining adventures of an American millionaire travelling incognito.

Goolden, B.—Crown of life. Heinemann .. 9/6
Family history dealing pleasantly with social changes during the last forty years.

Green, F. L.—Give us the world. M. Joseph 8/-
A study in human relationships based on the theme of the "eternal triangle."

Hanley, James.—The ocean. Faber & Faber 7/6
Study of a group of shipwrecked men in an open boat.

Harsanyi, Z.—Through the eyes of a woman. Routledge 9/-
The life of a romantic Hungarian girl through childhood, youth and marriage.

Hoellering, F.—The defenders. Tr. from the German. Routledge. 9/-
Deals with political events in Austria in 1934.

Macmillan, N., ed.—Best flying stories. Faber & Faber. 8/6

Millin, S. G.—The Herr witch-doctor. Heinemann 7/6
Deals with native life in South Africa, and the native reaction to current international politics.

Porteous, C.—The cottage. M. Joseph 8/-
Pleasant story of country life in Victorian times.

Sinclair, Upton.—Between two worlds. T. W. Laurie 9/6
Sequel to "World's end," dealing with the years 1919-1929. Incorporates many of the leading events of the period.

Woodrooffe, T., ed.—Best stories of the navy. Faber & Faber 8/6

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